



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 6000.2U
Effective Date: November 8, 2012
Expiration Date: March 31, 2016**

**Responsible Office: Logistics Management Branch, Center Operations
Directorate**

SUBJECT: Incoming and Outgoing Shipments

1. POLICY

- a. All incoming and outgoing shipments will be processed in accordance with established policies and procedures.
- b. All shipments of outgoing and incoming property loans will be identified and processed in accordance with NPR 4200.1, "NASA Equipment Management Procedural Requirements."
- c. All outgoing shipments related to contracts and grants shall be signed by the appropriate Procurement official.
- d. All outgoing shipments to foreign destinations and incoming shipments from foreign destinations shall comply with U.S. export control laws, regulations, and NASA export control policy.
- e. Carriers selected for LaRC shipments of Hazardous Materials/Waste will possess a Hazardous Material Transportation Security Plan as required by 49 CFR 172.800-172.804.
- f. EXCEPTION: The provisions of this directive do not apply to property, fabrication, or instrument repair by contract in the local area.

2. APPLICABILITY

This Policy Directive is applicable to NASA civil service employees and to employees of NASA Contractors, grant recipients and other partners to the extent specified in their contracts or agreements.

3. AUTHORITY

- a. NPD 6000.1, "Transportation Management."

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 4100.1, "NASA Materials Inventory Management Manual."
- b. NPR 4200.1, "NASA Equipment Management Procedural Requirements."
- c. NPR 4200.2, "Equipment Management Manual for Property Custodians."

- d. NPR 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- e. NPR 6200.1, "NASA Transportation and General Traffic Management."
- f. LAPD 6000.1, "Transportation Management."
- g. LPR 1710.7, "Handling and Use of Explosives."
- h. LPR 1710.12, "Potentially Hazardous Materials – Hazard Communication Standard."
- i. LPR 5000.2, "Procurement Initiator's Guide."
- j. LMS-CP-4756, "Handling, Preservation, Storage, and Shipping of Flight Hardware and Ground Support Equipment."
- k. LF 52, "Shipping/Transfer Document."
- l. LF 236, "Shipping Inspection Instructions for Flight and Ground Support Hardware."

5. RESPONSIBILITIES

- a. Supply Systems Analyst, Logistics Management Branch

Serve as contract oversight for all inbound shipping functions, ensuring that all incoming shipments are inspected, documented, and reconciled with Systems, Applications, and Products (SAP) on-line system

- b. Transportation Officer, Logistics Management Branch

Serve as contract oversight for all outbound shipping functions, ensuring that all outbound shipments are properly documented on LF 52, "Shipping/Transfer Document," in accordance with all references listed within.

NOTE: Originator's organization will bear all costs for shipments except small packages which cost under \$250 to ship.

- c. Logistics Management Branch

The Logistics Management Branch's approval on the LF-52 Shipping/Transfer Document authorizes release of the property and it ensures adherence to equipment policy. Logistics is not responsible for ensuring the purchase order or contract number referenced is correct nor is Logistics authorizing work to be performed.

- d. Center Export Administrator, Center Operations Directorate

Serve as the compliance official for all Center activities involving U.S. export control laws and regulations.

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e. Employees

(1.a) The Shipping Document, LF 52, must be used for all outbound shipments. The LF52 does not authorize any work to be performed or otherwise represent an obligation on behalf of the government.

(1.b) If property is being returned under warranty, the employee is responsible for ensuring that the purchase order or contract referenced on the LF 52 is that under which the item was acquired. The employee is also responsible for referencing the correct purchase order or contract on the LF 52.

(1.c) If the property is traded in, repaired, incorporated into end item or service/modified, the employee is responsible for ensuring that the referenced purchase order or contract on the LF 52 is that under which the work is being performed. The employee is also responsible for referencing the correct purchase order or contract on the LF 52. The employee shall ensure the purchase order or contract has been established prior to commencement of work.

(1.d) The employee is responsible for verifying/validating any accounting information referenced.

(1.e) Purchase card holders may approve the LF 52 in the Procurement Approval block if the item being returned under warranty was purchased with a Government Purchase Card or if work being performed is being funded with a Government Purchase Card.

(2) Organizations receiving incoming site delivered shipments of controlled equipment shall contact the Logistics Management Branch to ensure appropriate inspection and receipt of material.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

LAPD 6000.2, dated April 4, 2011.

Original signed on file

Lesia B. Roe
Director

Distribution:

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